

## **JOB DESCRIPTION**

Job Title:	Head of Finance (UAE Nationals Only)
Reporting Relationship:	Director of Administration and Operations
Location:	Global Studies University, Sharjah, United Arab Emirates
Expected Starting Date:	For immediate hire
Job Status:	Full time
Application Deadline:	The position is open, until filled

### **About Us**

Located in Sharjah, United Arab Emirates, and following the successful launch of The Africa Institute in 2018, Global Studies University was established in 2023 as a non-profit institution for higher education by His Highness Sheikh Dr. Sultan bin Muhammad Al-Qasimi, Member of the Supreme Council and Ruler of Sharjah. [Read more.](#)

### **Position Summary**

The Global Studies University, Sharjah, UAE, is seeking an experienced and strategic Chief Financial Officer to lead and oversee the Finance and Procurement division. This senior leadership role will be responsible for developing and managing the departmental budget, establishing and operationalizing the Finance and Procurement divisions, and ensuring compliant and effective management of funds from grants, donations, and sponsorships. The role will also be responsible for setting up the different positions with the Finance Unit.

The ideal candidate will combine financial acumen with strong leadership and planning skills and possess a thorough understanding of the budgeting, accounting and procurement functions within academic institutions. The ideal candidate will play a critical role in guiding the organization's financial health, stability and sustainability, while aligning operations with institutional and strategic goals as well regulatory frameworks. The position will also be responsible for all dealings with the Government and the University's Board of Trustees for all the finance related matters.



## Key Responsibilities

- **Budgeting and Financial Planning:**
  - Lead the annual budgeting process, including forecasting, planning, and reporting
  - Monitor and control departmental expenditures in alignment with institutional and project budgets
  - Provide regular financial reports to senior leadership and stakeholders
  - Advise on long-term financial planning and sustainability
- **Finance and Procurement Management:**
  - Establish and operationalize the Finance and Procurement divisions within the organization
  - Develop finance and procurement policies, procedures, and best practices in line with university and national and international regulations and accounting policies
  - Oversee finance and procurement activities to ensure compliance with regulations, transparency, efficiency, and value for money
  - Ensure vendor compliance and contract management standards are met
- **Communication with Government, Auditors and Senior Management:**
  - Communication with Government Finance Department to ensure compliance with their requirements and provision of any information or reports required
  - Work with internal, external and government auditors on annual reports or special audit assignments
  - Prepare financial reports and financial presentations for senior management and Board of Trustees
  - Provide regular reports to management and department heads related to budgets and the financial health of the organisation
- **Leadership and Strategic Oversight:**
  - Provide leadership and direction to the finance and procurement teams
  - Ensure compliance with relevant financial regulations, audit standards, and institutional policies
  - Collaborate with other units, university leadership, and external partners
  - Implement financial systems, technologies, and process improvements

## Required Education

- A Bachelor's degree in Finance or Accounting
- Master's degree or professional qualifications in accounting (CPA, ACCA or CMA)



## Professional Experience

- Minimum of 9 years' experience as a finance manager of a finance department with at least 4 years in a leadership role within a university, higher education institution, or similar organization
- Experience working in the UAE's regulatory environment and financial practices is preferred
- Proven experience in developing and managing budgets, financial reporting, and compliance in an academic or large organizational setting
- Demonstrated experience in budgeting, financial planning, and procurement management
- Strong knowledge of financial regulations, grant compliance, and procurement practices.
- Proven leadership and team management abilities
- Excellent analytical, communication, and interpersonal skills
- Familiarity with ERP systems (e.g., SAP, Oracle, or similar) and financial reporting tools

## Competencies and Skills

- Excellent knowledge of English and Arabic
- Experience in financial matters in educational institutions
- Experience working with international donors or government-funded projects
- Understanding of academic or non-for-profit funding environments
- High level of integrity and professionalism
- Strong interpersonal skills and the ability to build relationships at all levels of the organization
- Ability to work effectively in a fast-paced and dynamic environment
- Strategic thinker with a proactive and solutions-oriented approach

## How to Apply

To apply, please submit the following documents:

- Cover letter outlining your suitability for the role
- A detailed CV/resumé
- Contact information for three professional references

Send your application via email to [careers@gsu.ac.ae](mailto:careers@gsu.ac.ae) and include the position title in the subject line.

*Salary and additional compensation are commensurate with degree and experience. The benefits package includes health insurance, housing and transportation allowances, and children's school fee support, subject to coordination of benefits.*

*GSU is committed to fair employment practices and encourages women and men of all national, ethnic, and religious backgrounds to apply and join our expanding team. UAE nationals are encouraged to apply. \**

